



## HOW TO...

# Create AutoText entries

If you want to save time when you're typing, you can train Word to recognise the phrases you use most often. **Lynley Oram** shows you how to add select words to AutoText

Sometimes, when you're typing a document in Microsoft Word, a little yellow box appears above the cursor as the program helpfully tries to guess the word you're about to type. The AutoText feature is a brilliant time-saver when it gets it right, but there are plenty of cases where the word or phrase you want isn't in its repertoire. Here we'll show you how to add your own entries to AutoText.

It's handy if you write the same phrase repeatedly, such as your company's slogan or a lengthy club name. It is also a workaround for when you are writing a 'repeated word' phrase, such as a place name or a band, such as The The or Duran

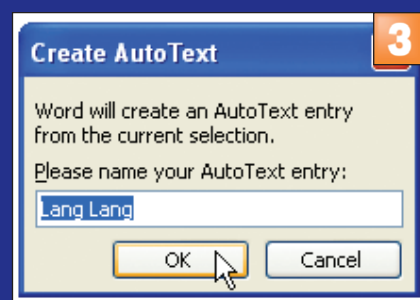
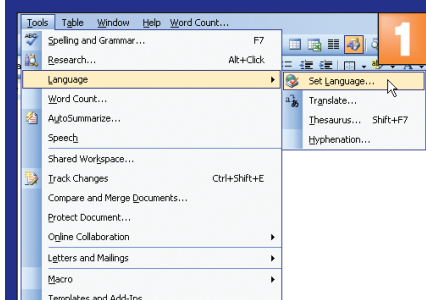
Duran. Here we'll show you how to create your own AutoText entries using a town called Lang Lang, located just outside Melbourne, Australia.

**1** Open a blank Word document and type the words you want to insert into AutoText. In our example, the spellchecker thinks we've made a mistake and gives the second 'Lang' a red squiggly underline. Highlight the phrase and be careful not to include any spaces or punctuation. However, if you want to include the formatting of a phrase as well, make sure you highlight the paragraph mark. From the Tools menu select Language, Set Language.

**2** Tick the box next to Do not check spelling and click OK. The red underlining under the second word has now disappeared.

With the words still highlighted, press the Alt and F3 keys simultaneously, or go to the Insert menu and select AutoText, New. In the dialog box that appears, give your entry a name and click OK.

**3** You have created an AutoText entry for that phrase. The next time you start typing in the words, a yellow box will appear above the cursor. Press the Enter key on your keyboard and Word will automatically complete the phrase for you.



## HINTS & TIPS WINDOWS XP

### HOW TO... Re-orientate a picture

What happens when you want to take a picture of an image that is taller than it is wide? You turn your camera on its side. When printed, the picture can easily be turned the right way by the viewer who is holding it. But what about when you are viewing images onscreen? Before sending off your latest pictures to your nearest and dearest, do them a favour and re-orientate the picture.

You can do this in just about any image-editing program. In Paint Shop Pro, for example, go to the Image menu and select Rotate. It's even easier to use the viewer that comes with Windows. Double-click on the image file's icon and it will open in Windows Picture and Fax Viewer. Click on the clockwise or anti-clockwise buttons at the bottom of the screen. Save the file when you have finished.



## HINTS & TIPS OUTLOOK EXPRESS

### HOW TO... Edit your address book

There are a number of ways to add contacts to the address book in Outlook. The method most of us use is to add a contact ourselves. However, the program is also set by default to add the addresses of anyone to whom you send an email. This saves you entering the information yourself, but it's not so great if you correspond with people you'll contact only once or twice; you could find yourself trawling through an address book full of people you don't know.

To switch the feature off, go to the Tools menu and select Options. In the dialog box that appears, click the Send tab. Untick the box next to Automatically put people I reply to in my Address Book, then click OK.

